



## **The Skylight Search Consultants Ltd Privacy Notice**

You can visit Skylight Search Consultants on the web without telling us who you are or revealing any personal information about yourself. We collect no such information about you when you visit our site, unless you choose to provide that information to us, for example allow us to provide you with additional information on an advertised role or to send you our newsletter.

At Skylight Search Consultants Ltd, we make every effort to comply with our responsibility under the General Data Protection Regulation and we have registered as a Data Controller with the ICO (the Information Commissioners' Office) and details of our registration may be found at [ico.org.uk](http://ico.org.uk).

We will always remain the sole Data Controller.

We understand the importance of maintaining the confidentiality, integrity and availability of your personal information and operate both technical and organisational strategies to ensure that this is maintained whilst using the site and providing any information to us.

The privacy of all Users of Skylight Search Consultants Ltd.'s website will be protected to the best of our ability all personal details supplied will only be used for their intended purpose except when we are required by law to reveal them.

Except for the information about your computer described below under 'cookies', all the information we hold about you is provided by you. You are responsible for its' accuracy. Skylight Search Consultants Ltd cannot be held responsible for any events that may occur due to inaccurate data input by you.

### **Your Personal Information**

We will collect and store only the information about you that we need to provide you with the services that you have expressed an interest in and never collect information for a future need.

To deliver a Newsletter to you we will collect your consent, your email address and your name, and this data we only be used for the purpose you have consented to and will not be shared outside of Skylight Search Consultants Ltd.

To apply for a listed role, we will collect from you, via the website, your Name, Email Address, Phone No, and your CV. This information will be sent to a Skylight Search Consultant, via email, who will receive your details, stored within our systems and will contact you.

Our Candidate terms and conditions will require you to sign and return, this agreement and will form the basis of us working together and using your personal information to progress your application, and the subsequent sharing of your details with our Client and within Skylight Search Consultants Ltd.

We will store your details for the duration of the application and may with your agreement hold these details for a further period so that we may contact you with other relevant opportunities.

Further details are available upon request and in our Information Retention Matrix.



## **Use of Consent**

Skylight Search Consultants Ltd will not process, share or store your personal information unless we have your specific Consent to do this with the only exception being where we are required to do so by either Regulation, Legislation or Law.

We will always, and where it is appropriate;

- Request individuals to actively opt-in,
- Provide sufficient information that you can decide whether to opt-in, or to opt-out,
- For any options provide clear instruction on where data will be used and why,
- Provide a clear and simple way to agree to differing forms of data processing,
- Always include a separate and clearly indicated means to opt-in to Direct marketing,
- Store your preferences in a secure manner,
- Re-apply for your consent at regular intervals where it has not been removed.

## **Additional Privacy Information**

Our candidate Terms and Condition make it clear to you how your information is to be used, the implications of not providing requested information and how Skylight Search Consultants Ltd.'s role, in respect to your personal information, may change if you are successful with an application.

You may communicate with us via email and online chat, and in both cases, we will take all reasonable steps to ensure that your personal information is not put at risk and you should also exercise precautions when sharing your information, for example securing information with a password.

We may collect information from our websites that allow us to measure our performance against our internal productivity indexes. At no stage during the collection, processing or reporting of these will your personal information be made available, re-processed or shared outside Skylight Search Consultants Ltd.

Our staff are regularly briefed on the importance of Data Protection and how this applies to the secure delivery of Skylight Search Consultants Ltd services.

## **Accessing and Updating and Objecting**

You are entitled to see the personal information held about you and you may ask us to make any necessary changes to ensure that this is accurate and kept up to date. To make a request in writing please use the contact point shown below.

You may also raise objections, or place restrictions on the processing and use that we can apply to your personal information. To make a request in writing please use the contact point below.



Skylight Search Consultants Ltd in delivering these written requests are not able to make a charge and will make all reasonable efforts to address in 30 days,

Please submit you request in writing to 'info@skylightsearch.co.uk'.

For more information on this right please visit [ico.org.uk](http://ico.org.uk).

## **Cookies**

A cookie is small piece if information stored on your computer by us which enables us to recognise your computer when you access Skylight Search Consultants Ltd.'s website and provides you with an expedient means of access. Cookies also protect the reliability of recorded usernames and passwords and limit access to services.

Your browser is probably set to accept cookies. However, if you would prefer not to receive cookies, you can alter the configuration of your browser to refuse cookies. If you choose to have your browser refuse cookies, it is possible that some areas of our sites will not function properly when you view them.

## **Changes to our Privacy Policy**

Any changes to our Privacy Policy in the future will be posted to the website and, where appropriate, through email notification.

## **Contact**

All comments queries and requests relating to our use of your personal information are welcomed and should be addressed to [info@skylightsearch.co.uk](mailto:info@skylightsearch.co.uk). By using this site, you signify your assent to our Privacy Policy. Please do not use this site if you do not agree to our Privacy Policy.

We reserve the right to amend this policy at any time.